

Mandatory Civilian Training Requirements
Fort Leonard Wood (FLW), MO
15 April 2009

ALCOHOL AND DRUG PREVENTION (ADP) TRAINING: IAW AR 600-85.

Civilian Personnel will be provided prevention education services (2 hours minimum) annually.

FLW POC: ASAP Program Manager (Mr. Guy Caley, 6-0938)

ANTI-TERRORISM AWARENESS: IAW AR 525-13. This is an annual requirement. Training is on-line at the following website: <https://atlevel1.dtic.mil/at/>

ARMY NETWORK SECURITY FOCUS TRAINING: Links and references are as follows:

- A. Removable Media Handling: <http://iase.disa.mil/eta/pedrm/pedrm/index.htm>
- B. Anti-Phishing Training: <http://iase.disa.mil/eta/phishing/Phishing/launchPage.htm>
- C. Safe Home Computing: <http://www.cert.org/homeusers/HomeComputerSecurity>
- D. Personally Identifiable Information Handling:
http://iase.disa.mil/eta/pii/pii_module/pii_module/index.html

BASIC COMPOSITE RISK MANAGEMENT COURSE (CRM): All new civilian employees must take within 60 days of appointment. HQ TRADOC TASKING ORDER; this is a new requirement and will be ongoing for all new employees (this is a one-time requirement) <https://safetylms.army.mil>

CIVILIAN EDUCATION SYSTEM (CES): Deputy Chief of Staff, G-3/5/7 Training Directorate, Policy, Nov 2006. MANDATORY for Army civilian supervisors, and all interns, employed after 30 Sep 2006. Please read entire policy for additional mandatory requirements at various civilian grade levels, and supervisory responsibility. Web link: <http://www.amsc.belvoir.army.mil/ces/fc/>

COMBATING TRAFFICKING IN PERSON PROGRAM (CTIP): DoD Instruction, Number 2200.01, Feb 16, 07 and Army's CTIP Program requires mandatory awareness training for all civilian personnel. CTIP awareness training is posted on the Reimer distant learning library and can be accessed through Army Knowledge Online or can be accessed at www.combat-trafficking.army.mil **FLW POC: DPTM, Ms. Becky Tryon (3-5606)**

COMPUTER SECURITY AWARENESS: Training is IAW Computer Security Act of 1987.

Initial training for new employees within 60 days of their appointment.

Continuing training will be provided whenever there is a significant change in the agency information, security environment, or procedures, or when an employee enters a new position which deals with sensitive information. **Refresher training** shall be given annually or as frequently as determined necessary by the agency, based on the sensitivity of the information that the employee uses or processes. Training is online:

<https://ia.gordon.army.mil/iss/default.htm>

FLW POC: Activity Information Assurance Security Officer (IASO)

CONSTITUTION DAY: Public Law 108-447. This is an annual requirement. Training is on-line; must be taken after 1 Sep each year when the new training is published; <http://constitutionday.cpms.osd.mil/>

CO2: Fort Leonard Wood Command Policy #62-04, **Consideration of Others (CO2) Program**, requires that all Army and civilian personnel receive 2 hours of CO2 training per quarter.

FLW POC: Mr. Larry Bruce (6-0602)

EQUAL EMPLOYMENT OPPORTUNITY (EEO): IAW AR 690-12. EEO training for new supervisors will be included in the Basic Supervisory Development Course. Refresher training will be required whenever there is a substantial change in EEO policy. **FLW: Mr. Larry Bruce (6-602)**

ETHICS: IAW 5CFR 2638. Face to face, ethics orientation training is required for all new DoD employees within 90 days of hire. **Note:** Department of the Army Memorandum 09 April 2004 requires face to face annual Training for employees who are required to file the SF278 (financial Disclosure Report) or who are contracting officers by General Counsel. **FLW POC: SJA (6-0626)**

NO FEAR: All New employees must take this online training within 90 calendar days of appointment. All others must take the course every 2 years as set forth by 5 CF 724.203(d). Training is available online: Army e-Learning, SkillSoft. <https://www.us.army.mil>

OPSEC (OPERATIONS SECURITY): IAW AR 530-1, Chapter 4, all Army personnel must receive an annual OPSEC awareness training provided by the organization's OPSEC Officer.

PREVENTION OF SEXUAL HARASSMENT (POSH): IAW AR 600-20, Chapter 7.

The initial course should be augmented on an annual basis with one hour of refresher training.

FLW POC: Mr. Larry Bruce (6-0602)

SAFETY: Fort Leonard Wood Policy #13-01, Safety and FLW Reg 385-6 requires that civilians receive one hour of safety training per quarter and 8 hours during Safety Day. In addition, every employee must take an online safety course from the following link: <https://safetylms.army.mil/user/mycourse.asp> **FLW POC: Dennis Ryno (6-1274)**

SUBVERSION AND ESPIONAGE DIRECTED AGAINST THE ARMY: IAW AR 381-12.

All DA personnel will receive SAEDA training at least annually. Qualified Counterintelligence (CI) personnel, to the maximum extent feasible, will conduct the training in a classroom setting.

FLW POC: 902d MI Det (SA Bryon Burke (6-0598)

SUICIDE PREVENTION: IAW AR 600-63 para 4-4f, All Army civilians will receive suicide awareness and prevention training. **FLW POC: ASAP Program Manager (Mr. Guy Caley, 6-0938)**
Mandatory in Phases for 2009.

Additionally:

NEW ORIENTATION BRIEF: Training is IAW 5 CFR 410; U.S. Code Title 5, Chapter 41.

Newly hired, first time Federal employees.

Transfers/Reinstatements from Federal employment other than Army.

Rehired or reinstated former employees and transferees from other Army activities.

New Employee Orientation is given in three phases:

- In processing activity/exchange of information during initial induction of new employees.
- Orientation to job site and introduction to the work (Supervisor).
- Formal, organized presentation of Army's employment policies (CPAC).

HIV/ AIDS IN THE WORKPLACE: IAW AR 600-110.

This course is designed for all employees to dispel myths and provide current information about HIV/AIDS, with emphasis on appropriate actions and behaviors when encountering HIV/AIDS in the workplace.

SWCPOC (Regional Office) states that this only applies to Health Care employees.

NSPS 101: NSPS Training Bulletin 09-01, All new NSPS Non Supervisory employees are required to complete the online course NSPS 101. NSPS 101 can be accessed by scrolling down to the bottom of the following website and clicking on the link.

<http://cpol.army.mil/library/general/nsps/>